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SPECIALTY TRACK STUDY GUIDE

Cadet Program Officer

FOREWORD

The squadron commander of a Civil Air Patrol cadet squadron, or deputy commander for cadets in a composite squadron, has the primary responsibility for recruiting cadets and adult staff; managing property and facilities; supervising administration; assigning personnel, etc. This pamphlet is your guide in preparing to fulfill those responsibilities. Additionally, it applies to other senior staff members in the cadet program area. The contents are also applicable to the wing director of cadet program, region DCS/cadet program, and their staffs.

The material is divided into three sections related to attaining the technician, senior, and master ratings in this specialty area. Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each part and practice applying the information to actual situations on the job. You may be fortunate enough to be assigned an on-the-job training supervisor to assist you, but you should have no problem learning the job through self-study.

When you, and your OJT supervisor, if applicable, are convinced that you are proficient in the tasks described for each section, consult your unit commander who must certify your proficiency in your personnel records before award of a rating. Upon your commander's certification of a technician, senior, or master rating, you may wear the Leadership Ribbon, with bronze or silver star, as applicable. You also become eligible for consideration for promotion to first lieutenant, captain, or major, depending on the rating earned, provided you meet all of the promotion eligibility criteria outlined in CAPR 35-5.

Supersedes CAPP 52-2-7, 14 April 1978.

OPR: TTH

Distribution: 1 each CAP unit, 1 each USAF-CAP Liaison Region and Wing Liaison Office.

CADET PROGRAM OFFICER - TRAINING GUIDE

Technician Rating

1. Position Description. (Reference Source: CAPM 20-1 and CAPM 50-16) Assists the commander in all cadet program areas; this includes becoming familiar with and helping to conduct cadet training in aerospace education, leadership, physical fitness, moral leadership, and activities. Helps with squadron administration and logistics when appropriate.

2. Objectives:

a. To develop a sound, working knowledge of the procedures used in conducting the cadet program at squadron level.

b. To develop an understanding of the goals and basic concepts of the cadet program.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Attain a broad understanding of the cadet program function.

(2) Understand the basic procedures for implementing the aerospace education, leadership laboratory, and physical fitness training for cadets.

(3) Understand the testing program at unit level (CAPM 50-16 and CAPR 280-1).

(4) Be familiar with administrative records, personnel records, and achievement processing at the unit.

(5) Be familiar with the functions and requirements of cadet related activities including flight

orientation, national special activities, and encampments.

b. Performance Requirements:

(1) Complete a six-month internship as Cadet Program Officer.

(2) Complete Level I, Senior Member Training Program.

(3) Serve in a cadet program staff position, or as assistant.

(4) Display ability to perform assigned duties with minimum supervision.

c. Training Requirements:

(1) Should become familiar with the CAP publications listed in attachment 1 to this study guide with emphasis on CAPM 50-16, Cadet Program Manual. The thorough understanding of CAPM 50-16 is extremely essential to operation of a cadet unit.

(2) Should concentrate on performance proficiency in two of the following areas:

(a) Cadet Personnel and Administrative Matters

(b) Activities

(c) Aerospace Education

(d) Leadership Laboratory

CADET PROGRAM OFFICER - TRAINING GUIDE**Senior Rating**

1. Position Description. (Reference CAPM 50-16 and CAPM 20-1) Serves as a special assistant to the commander in at least two of the cadet program areas, i.e., cadet personnel and administration, activities, aerospace education, and leadership laboratory. Implements and monitors programs in areas of assignment.

2. Objectives. To improve the individual's overall knowledge of the cadet program at unit level. To apply the knowledge thus far gained to develop the capability to manage various elements of the cadet squadron.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Attain a thorough knowledge of the cadet program function.

(2) Know precisely all training required for each achievement and phase of the cadet program; understand thoroughly the procedures for administering and recording this training.

(3) Know the interests and motivating factors of assigned cadets; understand the principles of recruiting and retention.

b. Performance Requirements:

(1) Actively serve for at least one year at the technician level.

(2) Complete Level II, Senior Member Training Program.

(3) Serve a minimum of four months each as a staff member in at least two of the following functional areas:

(a) Aerospace Education

(b) Leadership Laboratory

(c) Activities

(d) Personnel/Administration

(4) Perform required duties with supervisor making only general objective assignments.

c. Training Requirements:

(1) Develop a thorough understanding of CAP directives in the 35, 39, 50, and 280 series.

(2) Become familiar with the contents of CAP directives in the 67, 76, 160, and 900 series.

CADET PROGRAM OFFICER - TRAINING GUIDE**Master Rating**

1. Position Description. (Reference Source: CAPM 50-16 and CAPM 20-1.) Serves as a special assistant to the commander in all cadet program areas. This includes implementation and supervision of those activities required to enhance the unit's progress toward the achievement of the cadet program objective and its goals as established by National Headquarters.

2. Objectives. To develop an understanding of the procedures used to manage all elements at squadron level. To apply the total knowledge gained to effectively manage the cadet program at any level of the program structure.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Be thoroughly familiar with the plans, policies, and procedures necessary to the fulfillment of the CAP cadet mission.

(2) Have a thorough knowledge of all CAP directives applicable to the cadet program.

(3) Thoroughly understand the reasons, objectives, and procedures for enhancing mutual cooperation and support of the three major functions of the CAP mission; aerospace education, emergency services, and cadet program.

(4) Have the overall knowledge to effectively direct and/or promote the cadet program at all levels.

b. Performance Requirements:

(1) Actively serve for at least one year, as Cadet Program Officer, senior rating.

(2) Complete Level III, Senior Member Training Program.

(3) Serve as squadron commander, or any cadet-related staff position at squadron level or higher, for a minimum of one year.

c. Training Requirements. Should be professionally qualified regarding information contained in CAP directives which govern the cadet program (see attachment 1).

LISTING OF PUBLICATIONS WHICH GOVERN THE CADET PROGRAM**CAP Manuals**

- 20-1 Organization of Civil Air Patrol
- 39-1 The Civil Air Patrol Uniform Manual
- 39-2 Civil Air Patrol Membership
- 50-2 Cadet Handbook
- 50-3 The Leadership Laboratory Manual-Volumes 1 and 2
- 50-5 Observer Manual
- 50-15 Emergency Services
- 50-16 Cadet Program Manual
- 50-20 CAP Model Rocketry Program
- 100-1 Communications

CAP Regulations

- 35-2 Notification Procedures in Case of Death, Injury, or Serious Illness
- 39-3 Award of CAP Medals, Ribbons, and Certificates
- 62-1 Civil Air Patrol Safety Responsibilities and Procedures
- 76-1 Travel of Civil Air Patrol Members via Military Aircraft and Surface Vehicles
- 147-1 Army and Air Force Exchange Privileges of CAP Members
- 280-1 Test Administration and Security
- 900-5 Insurance

CAP Pamphlets

- 14 Staff Duty Analysis Guides
- 50-1 Commander's Guide
- 53-1 Civil Air Patrol Scholarships
- 66 National Cadet Competition

Other Material

- Cadet Progress Charts
- CAPVA 49
- "Aerobics"
- "Your Aerospace World"
- "Aerospace 81"
- "Horizons Unlimited"